

OFFICE OF THE INSPECTOR GENERAL

GREGORY W. SULLIVAN, INSPECTOR GENERAL

*Excellence in Public Procurement through
Professional Certification*

Massachusetts Certified Public Purchasing Official
(MCPPO) Program



Public Contracting Overview

"This course was invaluable. All the instructors were knowledgeable, concise, and humorous. I got more out of this than I expected. It was like a twelve week course rolled into three days. The best seminar I've been to."

**December 2000
participant**

Prerequisite: None
Course Level: Basic
Instructional Method: Group Live

This three-day course is designed to provide an overview of legal requirements for public contracting by local governmental entities, districts, and authorities. This course includes hands-on exercises that apply contracting knowledge and skills to practical problems faced by procurement officials. It concludes with a written examination. (Officials of state departments subject to the jurisdiction of the Operational Services Division should consider enrolling in the State Contracting Overview seminar.)

Participants will learn:

- best value contracting
- designer selection and construction bid laws
- purchasing supplies, services and real property under M.G.L. c. 30B
- legal requirements for public contracts
- principal objectives of public purchasing
- the purchasing cycle
- drafting contract terms
- market research, value analysis, and life-cycle cost analysis
- consumer protection, contractor debarment, and antitrust law
- roles and functions in a purchasing system
- prevailing wage laws
- advantages of centralized purchasing
- ethics laws and considerations

This course provides 20 continuing professional education (CPE) points and 20 professional development points (PDP).

For additional dates and locations currently open for registration, visit our website at www.mass.gov/ig. To register or for more information, call Joyce McEntee Emmett, MCPPO Program Director, at 617-727-9140 x. 28835.